



# Rhode Island Department of Revenue Division of Taxation

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## **Reminder about Division's "Seminar for Tax Preparers"**

*The following information is for tax preparers who plan to attend the Division's online "Seminar for Tax Preparers" tomorrow --Tuesday, November 16, 2021 – from 9:00 a.m. to 11:30 a.m.*

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Registration for tomorrow's online "Seminar for Tax Preparers" is now closed.

For those who have already registered, the following information is provided as a reminder.

- The seminar is only for tax preparers.
- The seminar is focused on the coming filing season.
- More than 400 people have pre-registered for the seminar.
- We will answer as many questions as possible during the seminar. However, given the number of those attending, we may not be able to answer all questions.
- The Division will offer the seminar using the Zoom webinar platform.<sup>1</sup>
- If possible, use a computer to connect to the meeting, because the presentation may be difficult to read on a smaller device.
- In advance of the seminar, please disable any pop-up blockers on your web browser, and please make sure that you are using the latest version of your web browser.
- Make sure that you have a good Internet connection. A hard-wired connection, if available, is better than Wi-Fi. In addition, please consider using a headset or earphones so that you can hear better.
- Close other applications running on your computer for the duration of the seminar.
- If you have previously downloaded Zoom, please ensure there are no software updates needed (i.e., you are using the latest version).

### **Registration, link, connecting**

When you registered, you received an email containing a link to join the seminar on the morning of the event. Please save that email so that it is readily available to you on the morning of the seminar.

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<sup>1</sup> For convenience, the Division uses the term "seminar" and "webinar" interchangeably for purposes of this memo.

The link in that email is specific to you. For security reasons, please use that link to access the seminar and please do not share that link with others or share it on social media.

The seminar is being offered on a third-party platform. The Division of Taxation cannot provide technical assistance for matters related to that platform (such as any issues involving registration, links, or connecting -- either in advance of the event or during the event itself). However, the Division recommends that those who have registered to attend the seminar (known as a Zoom webinar) use the following links, in advance, in order to be fully prepared:

<https://support.zoom.us/hc/en-us/articles/115004954946-Joining-and-participating-in-a-webinar>

<https://support.zoom.us/hc/en-us/articles/206175806>

### **Day of the seminar**

On the day of the seminar, please open that email that you have set aside and click on the link.

For security reasons, once you join the seminar, you may be held in an online “waiting room” or online “lobby” until you can be admitted. For that reason, please consider clicking on the link in that email up to 30 minutes before the 9:00 a.m. start of the seminar.

Put another way, it is best not to wait until 9:00 a.m. on the day of the seminar to click on the link. Please click on the link up to 30 minutes in advance of the seminar’s 9:00 a.m. start time. (If we use an online “waiting room” or online “lobby” and you are not immediately admitted to the seminar, please be patient; we will be admitting attendees as fast as we are able.)

### **Questions and polling**

When the seminar begins, you will be a seminar attendee, in view-only and listen-only mode. For security reasons, only the Division’s speakers will be able to speak at the seminar.

We plan to offer one or more polling questions during the seminar. If polling questions are offered, please take part in them.

If a polling question pops up on your screen, read the responses and choose an answer. Once you have chosen an answer, use your computer mouse to move the cursor to the button next to your answer, click on your mouse to select your answer, then submit your answer. (Reminder: In advance of the seminar, please disable pop-up blockers on your web browser.)

### **Continuing education**

We plan to provide a certificate of completion to everyone who attends our online seminar from 9:00 a.m. to 11:30 a.m. on Tuesday, November 16, 2021, and who takes part in the polling questions (assuming that polling questions are offered). It is therefore important to disable any pop-up blockers on your web browser. You will qualify for the certificate if you attend the entire seminar from 9:00 a.m. to 11:30 a.m. on November 16, 2021, and take part in all of the polling questions at that time (assuming that polling questions are offered).

Our position regarding certificates of completion has not changed: For this seminar, we expect to offer a certificate showing three hours (3.0) of continuing education. However, whether the organization that oversees your professional license or designation will accept those hours is between you and that organization. We hope to send your certificate, via postal mail or email, by the end of December 2021

(It is possible that, at some point after the seminar is completed, an archived version of the seminar may be made available for later viewing. This has yet to be determined. If we do offer an archived version, we will email you to let you know. A certificate of completion will be available only for taking part in the “live” online seminar on November 16, 2021, not for viewing any archived version.)

### **Slides**

During the seminar, our speakers will frequently refer to slides that contain the basics of the seminar. We plan to post a copy of those slides by the end of November 2021. Once the slides are posted, we intend to let you know via email.

### **Technical matters**

As noted above, after you registered for the seminar, you received another email that includes a link to gain access to the seminar itself. That email also should include phone numbers you may use to access the seminar via phone in case you are unable to access the seminar online via computer or other such device.

Should you have any technical issues connecting to the seminar, please see the Zoom Help Center, which has tutorials and other helpful information: <https://support.zoom.us/hc/en-us>.

Thank you for your interest in the seminar.

11/15/2021